

**Cavalier Golf and Yacht Club**  
**1052 Cardinal Road Virginia Beach VA 23451**  
**Application for Employment**

Date of application \_\_\_\_\_

In what position(s) are you interested? \_\_\_\_\_

**Personal Information**

Name \_\_\_\_\_  
Last First Middle Maiden

Address \_\_\_\_\_  
Number Street Apt. # City State Zip Code

Cell Number (\_\_\_\_) \_\_\_\_\_

Alternate Telephone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Social Security Number \_\_\_\_\_

Are you at least 16 years old? yes \_\_\_ no \_\_\_ Date of birth\* \_\_\_\_\_ \*only required if you  
are applying for waitstaff, bartender, snackbar  
attendant, or a position that requires driving.

How did you hear about this opening at The Cavalier Golf and Yacht Club?

Advertisement (where? \_\_\_\_\_)

Employee (who? \_\_\_\_\_)

Walk-In \_\_\_\_\_

Have you filed an application here before? yes \_\_\_ no \_\_\_

If yes, when? \_\_\_\_\_

Have you ever been employed by The Cavalier Golf and Yacht Club? yes \_\_\_ no \_\_\_

If yes, when? \_\_\_\_\_

Do you have any relatives currently employed by this company? yes \_\_\_ no \_\_\_

If yes, who? \_\_\_\_\_

Are you eligible to work in the United States? yes \_\_\_ no \_\_\_

(Proof of citizenship or immigration status will be required upon employment.)

Whom should we contact in case of an emergency?

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone—Day ( \_\_\_\_ ) \_\_\_\_\_

Evening ( \_\_\_\_ ) \_\_\_\_\_

Have you been convicted of a felony within the last 7 years? yes \_\_\_ no \_\_\_

(Conviction will not necessarily disqualify you from employment.)

If yes, please explain \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation? yes \_\_\_ no \_\_\_

**Employment Experience**

PLEASE NOTE: Your application will not be considered unless all questions in this section are answered. Since we will make every effort to contact previous employers, correct telephone numbers are essential. Use a telephone directory or call information if necessary. Please list all previous employers, dating back at least 10 years (if applicable). Attach an additional sheet of paper if necessary.

**Present or Most Recent Employer**

Are you presently working for this employer? yes \_\_no\_\_

If yes, may we contact? yes\_\_ no\_\_

Name of Business \_\_\_\_\_ Phone \_\_\_\_\_

Location (city & state)\_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Dates Employed - From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_

Rate of Pay - Starting \_\_\_\_\_ Ending \_\_\_\_\_

Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Previous Employer**

Name of Business \_\_\_\_\_ Phone \_\_\_\_\_

Location (city & state)\_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Dates Employed - From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_

Rate of Pay - Starting \_\_\_\_\_ Ending \_\_\_\_\_

Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Previous Employer**

Name of Business \_\_\_\_\_ Phone \_\_\_\_\_

Location (city & state)\_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Dates Employed - From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_

Rate of Pay - Starting \_\_\_\_\_ Ending \_\_\_\_\_

Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Please explain any periods of time not accounted for above:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Availability**

On what date would you be able to begin work? \_\_\_\_\_

Approximately how many hours are you available to work per week? \_\_1–19\_\_ 20–29\_\_ 30–40

When are you available?

Year-Round\_\_ or Seasonal Only\_\_ (explain \_\_\_\_\_)

Please indicate the times you are able to work each day:

Day	Earliest Time	Latest Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

**Education & Training**

Please circle the highest year of school completed:

Elementary/Middle    High School    College/University    Trade/Vocational  
        6 7 8            9 10 11 12            1 2 3 4 4+            1 2 3 4 4+

Please list all high schools, colleges/universities, and trade schools attended:

School or Institution Name            City/State                            Degree or Certificate

\_\_\_\_\_

\_\_\_\_\_

Describe any other specialized training: \_\_\_\_\_

\_\_\_\_\_

List any extra-curricular activities or hobbies: \_\_\_\_\_

**Inspection of Property Consent**

The Club reserves the right to search any areas on Club premises at any time, including but not limited to, lockers, desks, and Club vehicles. Refusal to submit to or cooperate in such searches is a violation of Club rules and may result in termination of employment.

**Motor Vehicle Reports Consent**

I understand that if I drive a Club vehicle or valet a member's vehicle, maintaining an acceptable Motor Vehicle Report is a condition of employment. Failure to maintain an acceptable Motor Vehicle Report is grounds for termination of employment. I agree to provide a copy of my current DMV driving record upon request.

**Applicant's Statement**

I understand that this application will be given every consideration, but its receipt does not imply that I will be employed. In the event of my employment with the Club, I will comply with all rules and regulations as set forth in its policy handbook or other communications distributed to all employees. Further, I understand that regardless of the date of payment of my wages or salary, my employment can be terminated at any time without notice or cause. I understand that this application is not a contract of employment.

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if I am employed, falsified statements on this application shall be considered sufficient cause for dismissal.

I hereby acknowledge that I have read the above statement and understand the same.

\_\_\_\_\_  
Signature of Applicant Date

**For Internal Use Only (to be completed by hiring manager)**

Hire Date (HR will complete) \_\_\_\_\_

Position \_\_\_\_\_

Department Code \_\_\_\_\_

FLSA Status: Exempt (salaried, no OT pay) Non-Exempt (hourly, receives OT pay)

Base Pay \_\_\_\_\_

Gratuity Pool \_\_\_\_\_ share value

Commissions \_\_\_\_\_ % on \_\_\_\_\_

Year-End Incentive \_\_\_\_\_

Other \_\_\_\_\_

**Classification (check one)**

**Season (check one)**

30+ hours/week

Year-round

20-29 hours/week

Seasonal

<20 hours/week

Summer

Other (List dates \_\_\_\_\_)

Authorized to drive: Licensed Club vehicles? Yes\_\_ no\_\_

Non-licensed Club vehicles? yes \_\_no\_\_

Hiring Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Director Signature \_\_\_\_\_ Date \_\_\_\_\_